

## ROUTING AND TRANSMITTAL SLIP

Date 18 Feb 86

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. Executive Officer/DDA		<i>[Signature]</i>	21 Feb
2. Attn: <input type="text"/>			
3. <input type="text"/>			
4. <input type="text"/>			
5. <i>DDA Reg.</i>			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

## REMARKS

I would recommend that OTE be the action element for the ethics training proposed in the 16 December 1985, letter from the Office of Government Ethics. The type of training is of a more general nature and aimed at government officials across the board.

*OGC has CIA action.  
D/OOC is  
action officer.  
No DDA action at  
this time*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

AC/PMS/OL

Room No.—Bldg.

Phone No.

5041-102

OPTIONAL FORM 7-76  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

☆ GPO : 1983 O - 381-529 (301)

PERSONNEL MANAGEMENT  
WASHINGTON, D.C. 20415

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**EXECUTIVE SECRETARIAT**  
ROUTING SLIP

TO:

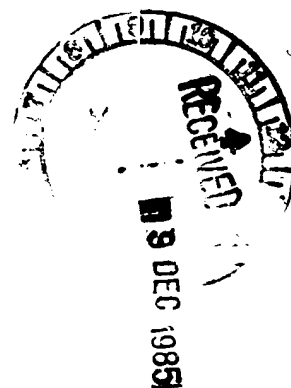
		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR		X		
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC		X		
11	IG		X		
12	Compt				
13	D/OLL				
14	D/PAO				
15	D/PERS				
16	VC/NIC				
17					
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SUSPENSE		8 Jan 86 Date			

Remarks  
To 6: Please effect direct contact as requested.  
If any response is deemed necessary, please prepare.

Executive Secretary  
20 Dec 85

Date

Honorable William J. Casey  
Director  
Central Intelligence Agency  
Washington, D.C. 20505



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OFFICE OF  
PERSONNEL MANAGEMENT  
OPM-245



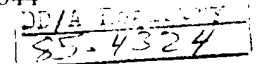
CON 114 14 6  
January 1979

United States of America  
**Office of  
Government Ethics**



4953

Office of Personnel Management  
P.O. Box 14108  
Washington, D.C. 20044



DEC 16 1985

Honorable William J. Casey  
Director  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Mr. Casey:

One of the statutory responsibilities of the Office of Government Ethics is providing information on and promoting understanding of ethical standards in executive agencies. As Director, I have continually stressed the need for more and better formal ethics training within the executive branch. One need only read the newspaper to realize that allegations of ethical impropriety against government officials are not uncommon occurrences.

Often a common theme in many of the allegations of misconduct is that a charged individual claims lack of understanding of the impropriety of the act, and moreover the act would not be considered improper in the private sector. While ignorance of the applicable ethics rules and regulations is no excuse, I wonder how many of these incidents would have been prevented if government officials understood the various ethical restraints imposed on them by virtue of their government service.

The laws on conflicts of interest and regulations regarding standards of conduct have evolved over a period of more than one hundred years, and are complex and often confusing. Their intent is to protect the integrity of government decision making. In order for the system to be effective, government employees must be aware of and understand these laws and regulations. In this area a little prevention goes a long way, and education and training are the key to prevention.

My staff and I are prepared to assist in educating your employees, having developed training materials and launched successful ethics training programs in several agencies. We can assist, not only in planning an employee training program, but in conducting it as well, until in-house personnel are prepared. The training may take the form of periodic, short sessions presented to groups of employees, or it can be integrated into regularly scheduled agency meetings and conferences, such as those you may hold with your regional directors. It does not have to be elaborate or time consuming. A commitment by you for resources to commence regular and even mandatory ethics training is the first step. Please have your Designated Agency Ethics Official contact my office if you would like assistance.

Sincerely,

David H. Martin  
Director